

5440-73 Career and Technical School Counseling Coordinator

The holder is authorized to provide and coordinate career and technical school counseling services in grades 9-12.

In order to be judged as competent, the candidate must have the following qualifications:

1. Two years of educational work experience preferably in vocational education.
2. Knowledge of the principles of guidance and counseling appropriate to an educational setting.
3. Knowledge of career development and occupational information including a knowledge of vocational work areas, labor force needs, training and placement sources, and of how to administer and interpret student interest, aptitudes and ability tests.
4. Knowledge of the goals of vocational education, as well as knowledge of the state and federal regulations associated with vocational education and labor and industry.
5. A total of two years of work experience outside of the area of education.
6. The ability to work effectively with individuals, as well as with small and large groups of students, to orient them to the world of work, introduce them to areas of vocational work, and help them define and develop their occupational goals and plans.
7. Ability to plan, organize, implement and evaluate guidance programs in an area vocational center, including:
 - a. the ability to develop and maintain occupational information and appropriately disseminate it to students and teachers;
 - b. the ability to plan, organize and implement guidance activities including student orientation, career awareness programs, development of student record keeping systems, and development of student career goals and plans;
 - c. the ability to work with guidance counselors and administrators from all area schools to deliver coordinated guidance services;
 - d. the ability to work with teachers and administrators to implement guidance services including procedures for finding jobs, communicating career opportunities to students, and following up graduates;
 - e. the ability to work with employers, community leaders, job services staff, and other training and placement sources to assist in the development of up-to-date vocational curriculum;
 - f. the ability to evaluate area guidance services taking into account the needs of individuals and groups of students; and
 - g. the ability to represent the vocational center to the community including developing and disseminating information about the center and its services.